

ACCESS for ELLs

2018 - 2019

ACCESS for ELLs Training
November - December

Audience?



COMMON QUESTIONS



Can I administer the assessment?



Certified Educator

Annual Trainings?



Highly recommended
that training is
completed on an annual
basis!

Materials to Order?



Materials are ordered by SDDOE

Are your students...?

- Grades 1-3 writing
- KG ACCESS for ELLs
- Alt. ACCESS for ELLs
- ACCESS for ELLs Paper (Colonies)





[Assess](#) [Teach](#) [Grow](#) [About](#) [Memberships and Programs](#)

South Dakota

[Memberships and Programs](#) < [WIDA Consortium](#) < South Dakota

Member of the WIDA Consortium since 2008.

Assessments

South Dakota uses Kindergarten W-APT, WIDA MODEL for Kindergarten and WIDA Screener (for Grades 1-12) to identify English language learners. ACCESS for ELLs is given to all ELLs during the annual testing window, which typically lasts from late January through early March.

Testing Dates

12/13/18	Test materials ordering available via Pre-ID File (SEA)
1/14/19-3/1/19	WIDA AMS test setup available for test sessions
1/14/19	Districts receive test materials
1/28/19-3/1/19	Test Window
1/14/19-2/22/19	Additional test materials ordering window in AMS
3/8/19	Deadline for shipping completed test materials to DRC
3/26/19-4/9/19	Pre-reporting data validation – LEAs in AMS
5/7/19	Districts receive reports – Online
5/7/19	Data available to state
5/13/19	Districts receive reports – Printed

Requirements and Resources

See below for state-specific information and resources related to ELL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

[ACCESS for ELLs Online Checklist](#) [ACCESS for ELLs Paper Checklist](#) [State-Specific Directions](#)

[Identification and Assessment Guidance](#)

State Testing Requirements	➔
Test Preparation and Training	➔
Manuals and Test Materials	➔

Contacts

[South Dakota Department of Education](#)

Yutzi Becker
South Dakota Title III Director and WIDA
Contact
(605) 773-6400
yutzi.becker@state.sd.us

WIDA Client Services Center
Contact the WIDA Client Services Center for
questions about training materials or test
administration procedures, classroom
resources, or for problems with your WIDA
Secure Portal account.

help@wida.us
(866) 276-7735
M-F 8am-5pm CT (Apr-Oct)
M-Th 7am-7pm CT, Fri 7am-5pm CT (Nov-
Mar)

Logging In

WIDA
User
train
Onl

SD Specific Directions can be found here

Checklists

Let's get started!

- Test Administration Manual
 - test administration policies and procedures
- District and School Test Coordinator Manual
 - test coordination policies and procedures
- Accessibility and Accommodations Supplement
 - Accessibility and accommodations policies and procedures
- Technology Readiness Checklist
 - for technology coordinators
- Interpretive Guide for Score Reports
- Alternate ACCESS for ELs Interpretive Guide
- WIDA AMS User Guide
- State-Specific Directions

Download or
print these
materials!

Where are we?

Testing Dates

December 13, 2018

Test materials ordering available via
Pre-ID File (SEA)

January 14-March 1, 2019

WIDA AMS test setup available for
test sessions

January 14, 2019

Districts receive test materials

January 28-March 1, 2019

TEST WINDOW

January 14-February 22, 2019

Additional test materials ordering
window in AMS

March 8, 2019

Deadline for shipping completed test
materials to DRC

March 26-April 19, 2019

Pre-reporting data validation- LEA in
AMS

May 7, 2019

Districts receive reports- ONLINE

May 13, 2019

Districts receive reports- PRINTED

- All data correct in Infinite Campus by 11.29.18
- File pulled on 12.3.18
- Students identified after 11.29.18 not captured in initial upload
- New student upload discussed later in presentation

WIDA AMS: Test Setup

- Students appear in AMS on **January 14, 2019**
- Students captured by initial pull are auto populated into generic test sessions

WIDA AMS: Test Setup

Action: On **January 14, 2018**, log into WIDA AMS and ensure system accuracy

WIDA AMS Path:

Log in

All applications

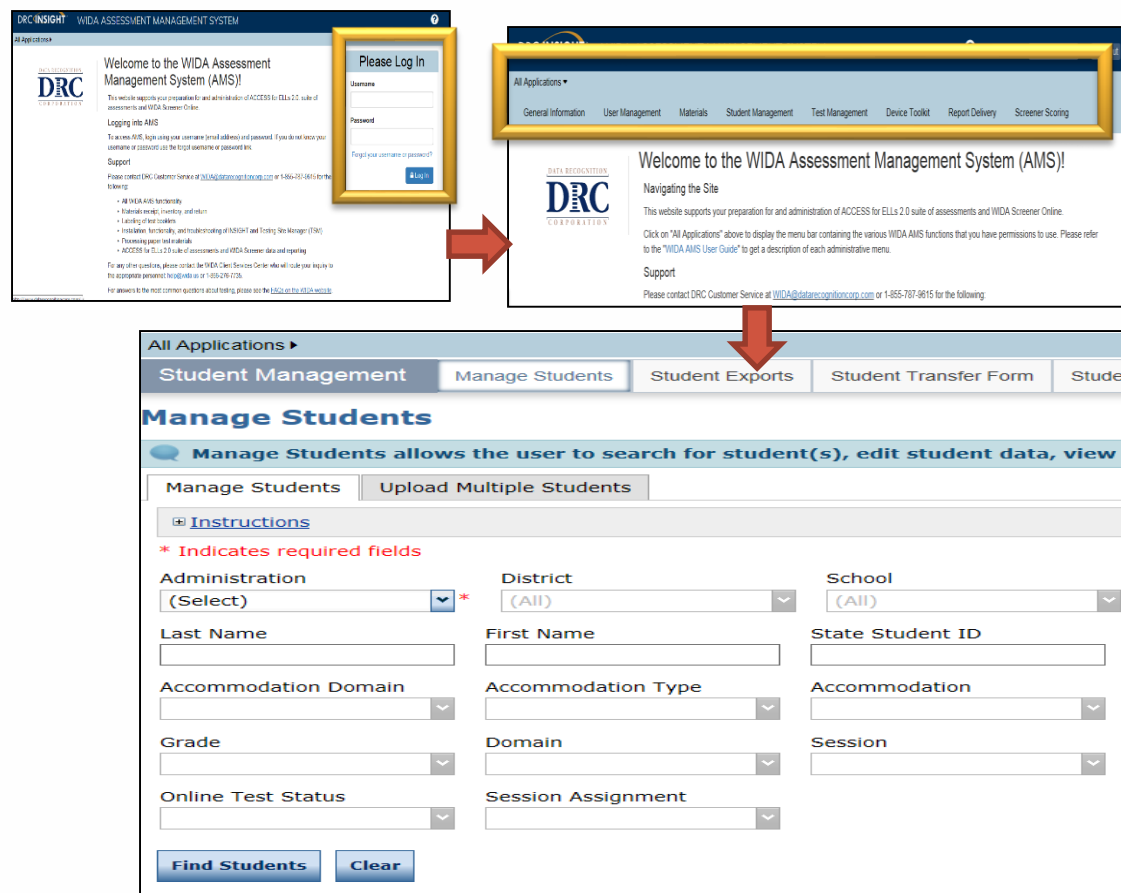
Student Management

Manage Students

Indicate: Administration,

District, School

Click Find Students



The image shows three screenshots of the WIDA Assessment Management System (AMS) interface, connected by red arrows indicating the navigation path.

- First Screenshot (Login):** Displays the "Please Log In" form with fields for Username and Password, and a "Log In" button. A yellow box highlights the login form.
- Second Screenshot (Dashboard):** Shows the "All Applications" menu with options: General Information, User Management, Materials, Student Management, Test Management, Device Toolkit, Report Delivery, and Screener Scoring. A yellow box highlights the "All Applications" dropdown menu.
- Third Screenshot (Manage Students):** Shows the "Manage Students" form with various fields for student information. A red arrow points from the "Student Management" menu item in the second screenshot to this form.

Manage Students Form Fields:

- Administration:** (Select) *
- District:** (All) *
- School:** (All) *
- Last Name:** [Text Field]
- First Name:** [Text Field]
- State Student ID:** [Text Field]
- Accommodation Domain:** [Dropdown]
- Accommodation Type:** [Dropdown]
- Accommodation:** [Dropdown]
- Grade:** [Dropdown]
- Domain:** [Dropdown]
- Session:** [Dropdown]
- Online Test Status:** [Dropdown]
- Session Assignment:** [Dropdown]

Buttons: Find Students, Clear

New Student Process

Do you have five students or less?

The LEA has 1-5 **new** students who qualify as English learners and need to be uploaded to the WIDA AMS for testing

Before contacting SD DOE, make sure that students have been screened, qualified, and identified in Infinite Campus as EL

Email DOEAassessment@state.sd.us

In the subject line of the email include the following: Your District and Upload New Student

In the body of the email send **ONLY** state ids

This process
will take effect
January 14,
2019

New Student Process

Do you have more than five students?

The LEA has more than 5 **new** students who qualify as English learners and need to be uploaded to the WIDA AMS for testing

Before contacting SD DOE, make sure that students have been screened, qualified, and identified in Infinite Campus as EL

Complete the ACCESS file found here:
<http://doe.sd.gov/Assessment/>
Include the following data elements in excel document: student name, last name, state id, date of birth, grade, school, and district

Email DOEAssessment@state.sd.us

In subject line of the email include the following: Your District & Upload New Student

Make sure to attach the excel file!

This process
will take effect
January 14,
2019

Sample File

ADD New Student Template

Updated template make this process easy and efficient

Steps

1. Select District
2. Select School
3. Enter SSID
4. Select Grade

File can be found at:

1. [SDDOE Assessments](#) in the Important Testing Documents folder
2. [SDDOE ACCESS](#) in the Documents folder

Helpful Hint: Follow the instructions

Test Window

January 28 - March 1, 2019

General Notes

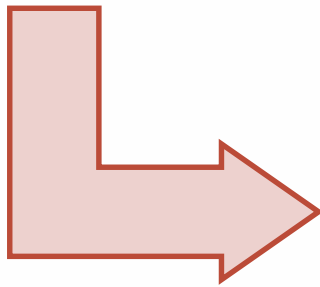
- All additional materials are ordered through the SDDOE
- **NOTE:** Initial shipment now includes increased quantities of high demand materials
- Before placing an additional order to SDDOE, all school & district materials should be utilized

File can be found at:

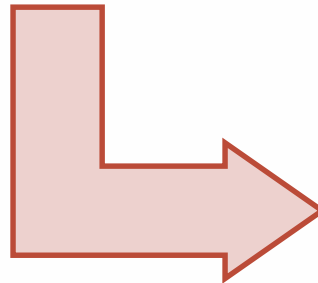
1. [SDDOE Assessments](#) in the Important Testing Documents folder
2. [SDDOE ACCESS](#) in the Documents folder

The Requesting Process

Check overage
first before
contacting
SDDOE



Check District/school
labels- do you have
enough for additional
booklets?



Fill out additional material
template, then email
DOEAassessment@state.sd.us

This process is used only if need
additional paper materials for
example: Paper ACCESS, Alt.
ACCESS, KG ACCESS, Writing
Materials Grades 1-3

What is WIDA?

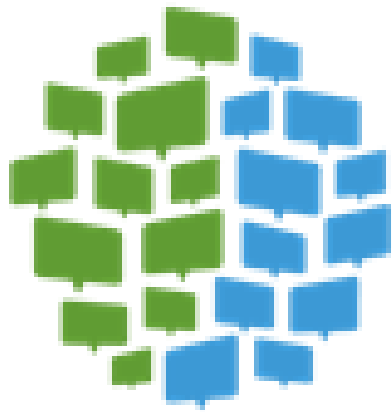
- World-Class Instructional Design and Assessment
- A consortium of states dedicated to the design and implementation of high standards and equitable educational opportunities for English Learners
- South Dakota is 1 of 39 member states of the WIDA consortium



Link to public WIDA site: wida.wisc.edu



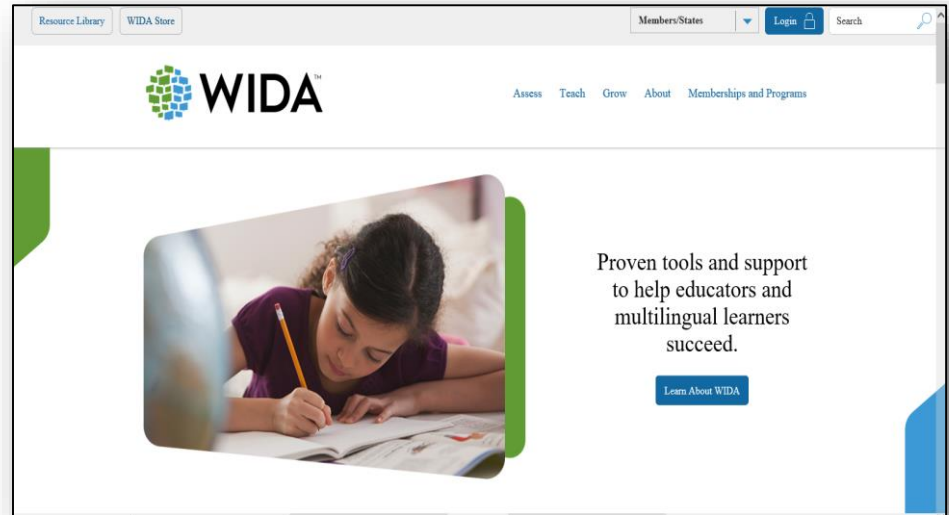
- Designed to streamline the resources for commonly educator use
- New LOGO



WIDATM

Resources

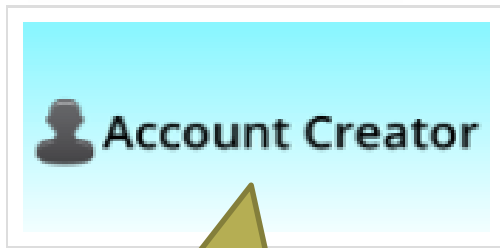
- KG W-APT & Screener Test Docs & Webinar
- Training Course
- Preparation Resources
- Educator Resources
- ELD Standards
- Can-Do Descriptors
- Sample Items
- Manuals
- Recorded webinars



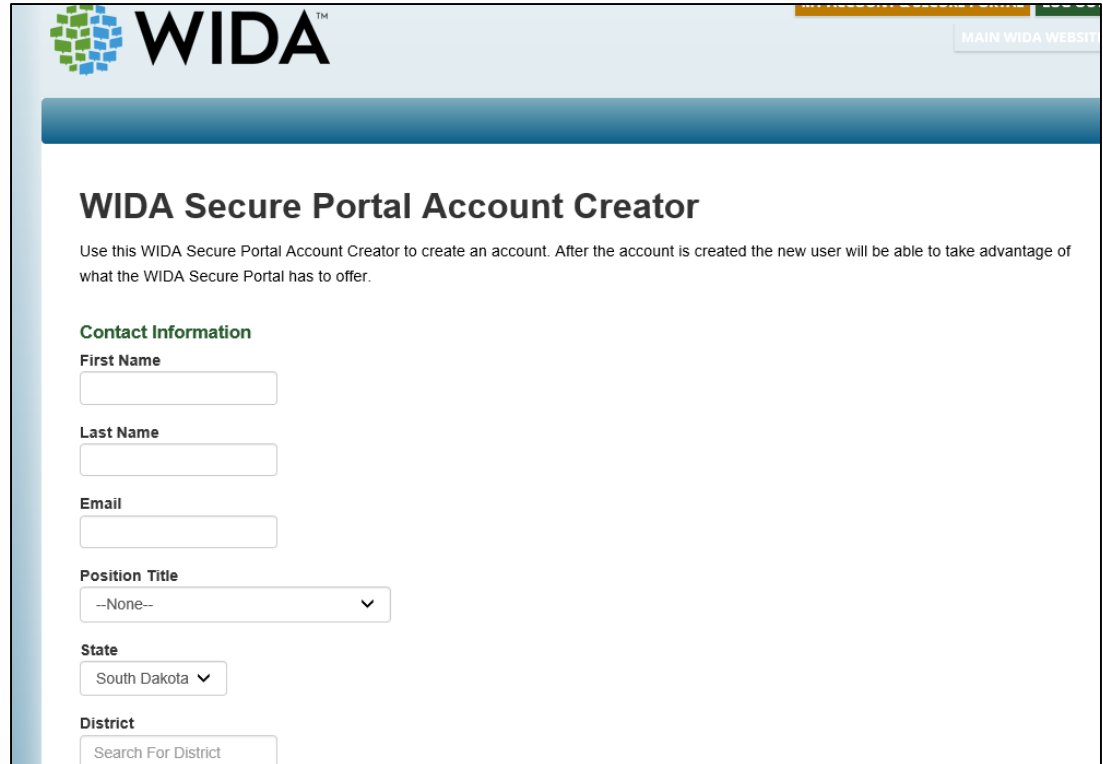
*username will be something like jdoe20

WIDA Website Path:

- Log in
- My account and Secure Portal

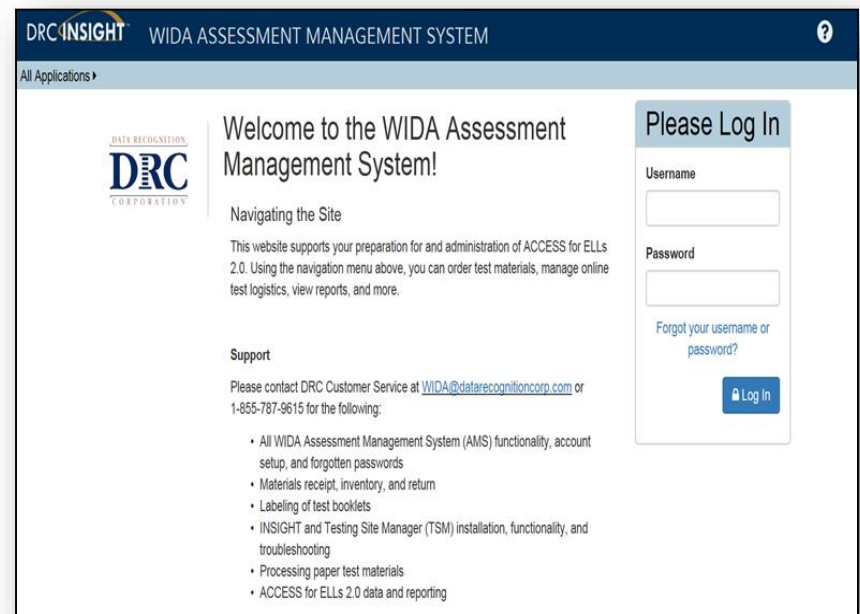


If you don't see
this, let us know
and we will get you
the correct
permissions

A screenshot of the WIDA Secure Portal Account Creator web form. The header features the WIDA logo (a green and blue geometric design) and the text "WIDA™". A link "MAIN WIDA WEBSITE" is in the top right. The main heading is "WIDA Secure Portal Account Creator". Below it is a paragraph: "Use this WIDA Secure Portal Account Creator to create an account. After the account is created the new user will be able to take advantage of what the WIDA Secure Portal has to offer." The form contains several sections: "Contact Information" with fields for "First Name", "Last Name", and "Email"; "Position Title" with a dropdown menu currently showing "--None--"; "State" with a dropdown menu currently showing "South Dakota"; and "District" with a text input field labeled "Search For District".

WIDA Assessment Management System Resources

- Set up Test Administrator and Technology Coordinator accounts
- Designate permissions for users
- Select needed accommodations
- View Reports
- View & Print test tickets
- Create test sessions
- Use system to view technology preparation materials
- Such as user guides & technology web-based modules
- Download testing software from the system



*Username is your email address

WIDA AMS Path:

- Log in
- All Applications
- User Management

User Administration

User Administration allows the user to perform various administrative tasks. You can activate/inactivate user(s).

Edit User Add Single User Upload Multiple Users

* Indicates required fields

First Name * Middle Initial Last Name *

Email Address *

Administration (Select) * User Role *

District School

Available Permissions Assigned Permissions

Save

Activity

- Find your checklist
- Cross off any duties that have already been done for you by SDDOE
- What were some duties that you were able to cross off?



Non-Disclosure and User Agreement

- Electronic
- Additional copies found **online**

Test Security

ACCESS Test Security Log

- All materials are considered secure test materials during testing
- It is important to take appropriate measures to maintain confidentiality of all testing materials
- If test security is compromised in any way, email DOEAssessment@state.sd.us immediately to report any issues

Found on [SDDOE Assessments](#) in the Important Testing Documents folder

Test Security

Test Security Reminders

- Keep personal information and test materials secure.
- Test Coordinators should track all secure booklets on the ACCESS for ELLs 2.0 Security Checklist.
- Ensure that online test content does not remain open unattended on screens before or after testing.
- Ensure that any paper material is secure and treated as secure test materials. Do not leave materials unattended before or after testing.
- Ensure that no specific information about the content of the test or test materials are shared with students or their families prior to or after testing.
- Collect all test materials from Test Administrators and place all secure material in locked storage.
- Do not duplicate any secure test material.
- Be aware that any breaches of test security or problems with test administration may result in the invalidation of student scores.
- Secure documents that must be returned to DRC should never be destroyed, except in cases of soiled material.
- District and school personnel must also adhere to state specific test security procedures.

Training Certifications

- Test Administrators must complete tutorials and quiz on an annual basis
- Only need to complete training for assessments that TA will administer



**ACCESS
KINDERGARTEN
Quiz**



**ACCESS & Screener
SPEAKING Quiz
Grades 1-5**



**ACCESS & Screener
SPEAKING Quiz
Grades 6-12**



**ALTERNATE ACCESS
for ELLs Quiz**



**ACCESS PAPER
Administration Quiz
Grades 1-12**



**ACCESS ONLINE
Administration Quiz
Grades 1-12**



**Screener
WRITING Quiz
Grades 1-5**



**Screener
WRITING Quiz
Grades 6-12**

Training Certifications

Scenario: I only administer the KG ACCESS, do I need to complete all the quizzes?

Answer: No, only the KG ACCESS Quiz

Scenario: I only administer the ACCESS Online and KG ACCESS, what quizzes do I need to complete?

Answer: Only complete the ACCESS Online Administration Quiz Grades 1-12 & KG ACCESS

Training Certifications

Scenario: We administer the Paper ACCESS, what quizzes do I need to complete?

Answer: Complete ACCESS Paper Administration Quiz Grades 1-12 & ACCESS & Screener Speaking Quiz Grades 1-5 and Speaking Quiz Grades 6-12

***If you only administer Paper ACCESS to students in Grades 1-5, then only complete the Grades 1-5**

Scenario: I don't administer the Alternate ACCESS, do I need to complete the quiz?

Answer: Only complete Alternate ACCESS Quiz if administering assessment

Certification Courses

WIDA Website Path:

- Log in
- My account and Secure Portal
- Under ACCESS for ELs Training Course

ACCESS for ELLs Training Courses



Kindergarten



Alternate ACCESS
Grades 1-12



PAPER-BASED
Grades 1-12



ONLINE
Grades 1-12

Training Certifications

 **WIDA™** ACCESS for ELLs Online Training

MY ACCOUNT & SECURE PORTAL LOG OUT

MAIN WIDA WEBSITE

ONLINE HOME PREPARING TESTING AFTERWARD DOMAINS ▾ GLOSSARY QUIZZES

Welcome to the ACCESS for ELLs Online Training Course. The green menu bar above is used to navigate to the training course pages: Preparing, Testing, Afterward, Domains, Glossary and Quizzes.

To become certified to administer ACCESS for ELLs Online, follow the instructions below:


1. View the tutorials and information on the Preparing, Testing, Afterward and Domains pages by clicking on the green menu bar at the top of this page.
2. Take the Online Administration Quiz and pass with a score of 80% or above.
3. View and Print your certificate on the My Account and Secure Portal page by clicking "My Training Certificate."

If you have any questions about the training course, please contact the WIDA Client Services Center at 1-866-276-7735 or email help@wida.us.

Key Resources

- [What's New with ACCESS?](#)
- [Test Administrator Manual](#)
- [District and School Test Coordinator Manual](#)
- [Online 4-12 Test Administrator's Script](#)
- [Non-Disclosure and User Agreement](#)
- [Accessibility and Accommodations Supplement](#)
- [WIDA AMS Guide and Videos](#)
- [ACCESS Webinars](#)
- [Technology Coordinators](#)

 SD ACCESS for ELLs Online Checklist

 SD State Specific Directions

Certification Verification

WIDA Website Path:

- Log in
- My account and Secure Portal
- District Administrator Resources



Training Certifications

WIDA User Account Management & Training Status Lookup

First Name

Last Name

Email Address

District

Include results from inactive users?

☐

Training

User Permissions

Training Display Group

From

To

Training

Training Status

ACCESS ▾

7/1/2018 ▾

6/30/2019 ▾

All ▾

All ▾

Search

Clear

Teacher Name	District or School	Kindergarten Quiz	Speaking Quiz Grades 1-5	Speaking Quiz Grades 6-12	Alternate Access Quiz	Online Administration	Paper Administration
Yutzil Becker	South Dakota Department of Education	100% (3) 2018-2019	100% (3) 2018-2019	-	89% (2) 2018-2019	100% (1) 2018-2019	80% (1) 2018-2019

Activity

- Determine what quizzes you still need to complete.
- Are there any TAs that need to complete their training?
- What is your plan for completion?



Kindergarten, ACCESS for ELLs (Online & Paper), and Alternate ACCESS for ELLs

- Secure large-scale English language proficiency assessment
- Grades K-12 identified as ELs
- Given annually to monitor progress in acquiring Academic English

WIDA ELD Standards



Language Domains

Language Domains



Listening

Process, understand, interpret and evaluate spoken language in a variety of situations

Reading

Process, understand, interpret and evaluate written language, symbols, and text with understanding and fluency

Writing

Engage in written communication in a variety of situations for a variety of purposes and audiences

Speaking

Engage in oral communication in a variety of situations for a variety of purposes and audiences

Grade-Level Clusters

ACCESS for ELLs 2.0
Online Grade Clusters



ACCESS for ELLs 2.0
Paper Grade Clusters



Alternate
ACCESS for ELLs



*Kindergarten remains as interactive, paper-based kit

Key Features

- Individually-administered
- **Scored by test administrator**
- Adaptive
- Includes:
 - High-interest stories
 - Engaging color graphics
 - Manipulatives

Kindergarten ACCESS

Scheduling

- TIME: Approximately 45 minutes
- STAFF: One-on-one



Scheduling Note



IF scheduling requires a test administration to be divided into two sessions the break must:




- Occur between the administration of the narrative and expository sections

AND

- Last no more than two consecutive school days

Materials

Kindergarten ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	Test Administrator's Script (part of Ancillary Kit)	<ul style="list-style-type: none"> Always in use by Test Administrator Contains everything the Test Administrator says Must be followed exactly 	Yes
	Student Response Booklet	<ul style="list-style-type: none"> Used primarily by the Test Administrator to record the student's answers For Writing (Parts B and E), the booklet is placed in front of students for them to write their responses <ul style="list-style-type: none"> Note: When the students finish the Writing Experience (Parts B and E), the Test Administrator transcribes what students say they wrote 	Yes

Kindergarten ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	Student Storybook (part of Ancillary Kit)	<ul style="list-style-type: none"> Used by the student Includes the narrative story and pictures, background graphics, and a graphic organizer for Reading items 	Yes
	Activity Board (part of Ancillary Kit)	<ul style="list-style-type: none"> Placed in front of students during the expository sections of the test (Parts D and E) One panel is opened at a time, to reveal graphics related to the expository story 	Yes
	Cards and Card Pouch (part of Ancillary Kit)	<ul style="list-style-type: none"> Held in a card pouch by the Test Administrator but placed in front of students as directed in the script Students may be asked to point to the correct card, find the cards that go together, or move the cards to the appropriate place 	Yes

Kindergarten ACCESS

Two main parts: Narrative & Expository text

- Narrative Section (Parts A-C)
 - Part A: Listening and Speaking
 - Part B: Writing
 - Part C: Reading
- Expository Section (Parts D-F)
 - Part D: Listening and Speaking
 - Part E: Writing
 - Part F: Reading

Each part is divided into five levels - each level is designed to appropriately assess language at that specific proficiency level

Assessment Structure

Listening & Speaking (Part A & D), Writing (Part B),
& Reading (Part C)

- Proctor Adaptive: TA determines stopping point for each section based on student responses

Writing (Part E) & Reading (Part F)

- The Expository section have low, mid, and high starting points for the student depending on his/her performance on Parts B & C

General Notes

- A large-scale assessment intended for students with the most significant cognitive disabilities who participate or who would be likely to **participate in state's alternate content assessment(s)**
- Alt ACCESS is unique in that placement into this assessment is not determined by grade level but rather by the student's IEP
- Test Coordinators need to ensure that all students who qualify for this assessment are correctly assigned and scheduled
- **Scored by TA**

Key Features

- Scripted cues and repetition in the Listening and Reading Sections
- Modeled tasks in the Writing section
- Repetition and multiple opportunities for students to demonstrate their proficiency




Scheduling

Recommended Administration Order for Alternate ACCESS for ELLs		
Language Domain	Number of Tasks	Time
Listening	9	20 minutes
Reading	9	20 minutes
Speaking	8	20 minutes
Writing	10	20 minutes



Alternate ACCESS

Materials

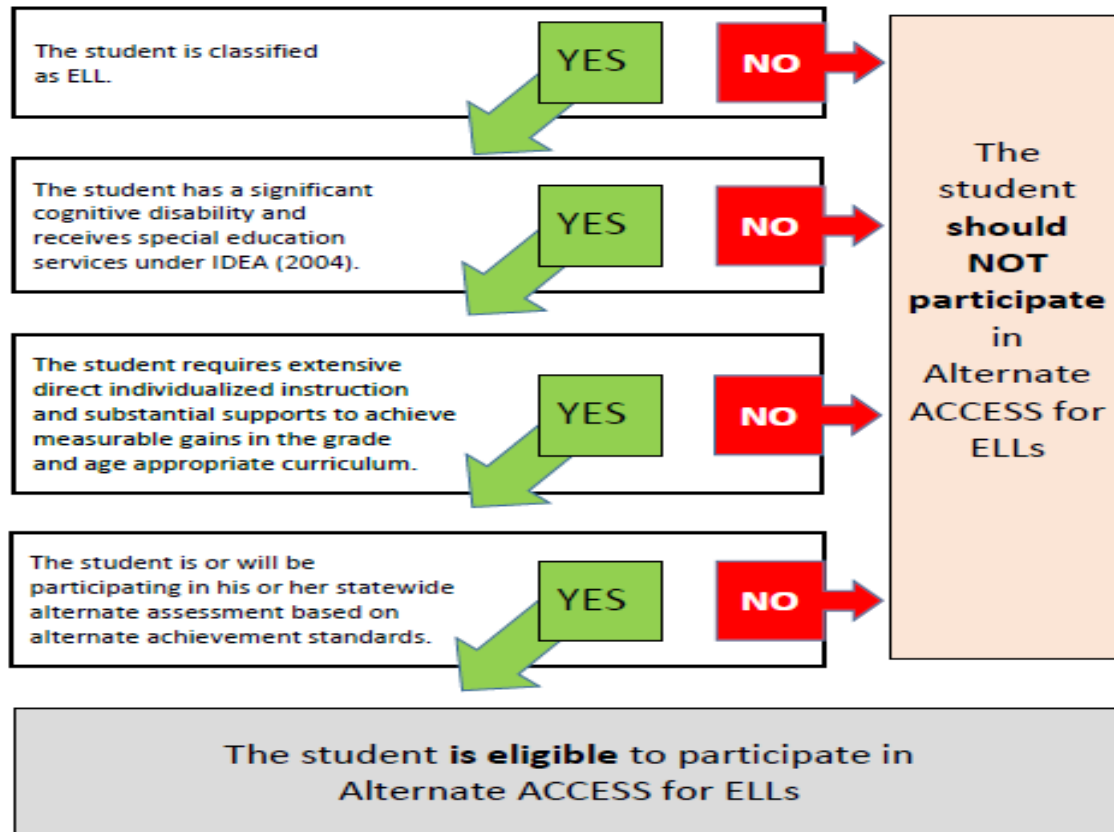
Alternate ACCESS for ELLs Secure Test Materials and Their Uses			
Image	Title	Content and Use	Return to DRC?
	Test Administrator's Script	<ul style="list-style-type: none"> Contains the text and directions for Test Administrators One copy Grade-level cluster specific 	Yes
	Test Booklet	<ul style="list-style-type: none"> Contains Listening, Reading and Speaking stimulus and response options One copy needed for each student taking the test during an administration Grade-level cluster specific 	Yes
	Student Response Booklet	<ul style="list-style-type: none"> Contains additional student information bubble pages Contains Listening, Reading, and Speaking answer sheets Contains writing stimulus and response options including writing space One booklet is needed per student. 	Yes

Important to note...

Students with disabilities who can be served with accommodations on the regular ACCESS Online and Paper assessments should continue to participate in that assessment, NOT Alternate ACCESS

Alternate ACCESS

Alternate ACCESS for ELLs Participation Criteria Decision Tree

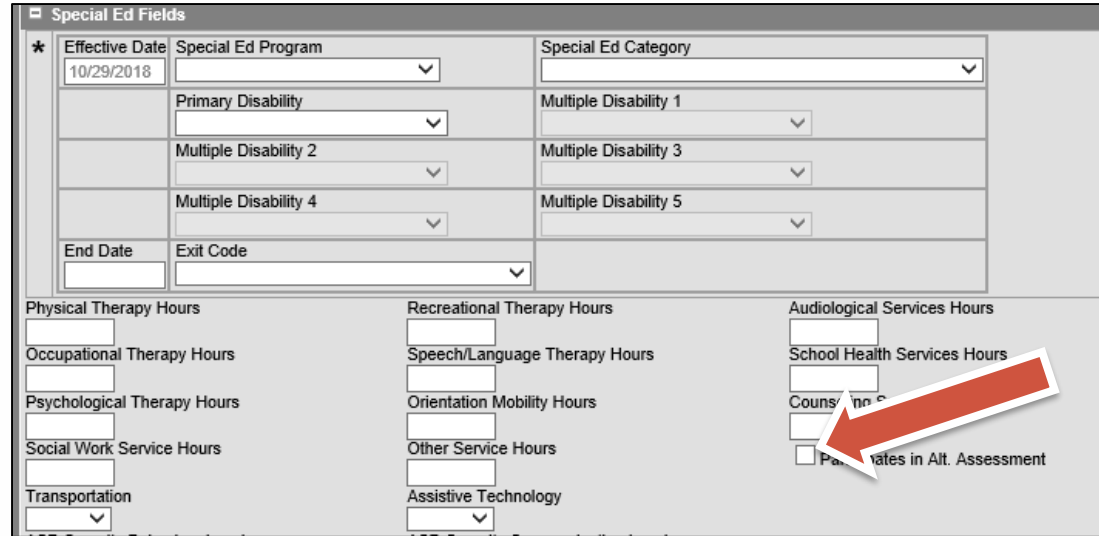


Check with your state education agency for your state's specific participation criteria for Alternate ACCESS for ELLs.

Infinite Campus Identification

Path:

- Find Student
- Click on current Enrollment
- Special Ed Fields
- Participates in Alt. Assessment must be checked



Special Ed Fields		
* Effective Date	Special Ed Program	Special Ed Category
10/29/2018		
	Primary Disability	Multiple Disability 1
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5
End Date	Exit Code	
Physical Therapy Hours		
Occupational Therapy Hours		
Psychological Therapy Hours		
Social Work Service Hours		
Transportation		
Recreational Therapy Hours		
Speech/Language Therapy Hours		
Orientation Mobility Hours		
Other Service Hours		
Assistive Technology		
Audiological Services Hours		
School Health Services Hours		
Counseling Services Hours		
<input type="checkbox"/> Participates in Alt. Assessment		

*If this box is not checked, the Alt. Assessment will not be ordered for the student

Assessment Structure

- Items targeting alternate proficiency levels (A1-P3)
- Made up of four sections
- Each section is individually administered
 - Listening and Reading make up one part
 - Speaking is divided into two parts, Part A & B
 - Writing is divided into three parts, Part A, B, & C

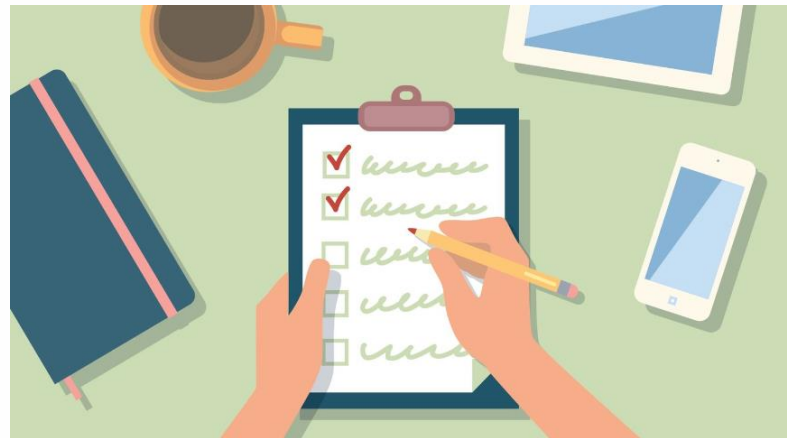
KG & Alt ACCESS

- Paper
- Individually-administered
- Scored locally
- Alt. ACCESS students must be properly coded as participate in Alt. Assessments in Infinite Campus



Activity

- Do I have any students that participate in Alternate ACCESS? Are they coded correctly in Infinite Campus?
- If I don't have access to campus, who do I contact?
 - Directory



General Notes

- All students via Pre-ID data are assigned to generic test sessions
- Students are grouped by grade-level cluster and domain
 - Example: Grade 9 Listening
- You may re-organize students according to your local needs

General Notes

- Students in Grades 1-3 complete all domains on the computer **EXCEPT** the **WRITING** domain is completed on paper
- Performance on Listening and Reading will determine what Tier booklet is needed for Writing domain- Tier A or Tier B/C

Key Features

- Grades 1-12
- Stage-Adaptive: Designed to challenge students to show their English language abilities as they progress through the test

ACCESS for ELLs 2.0
Online Grade Clusters



Scheduling

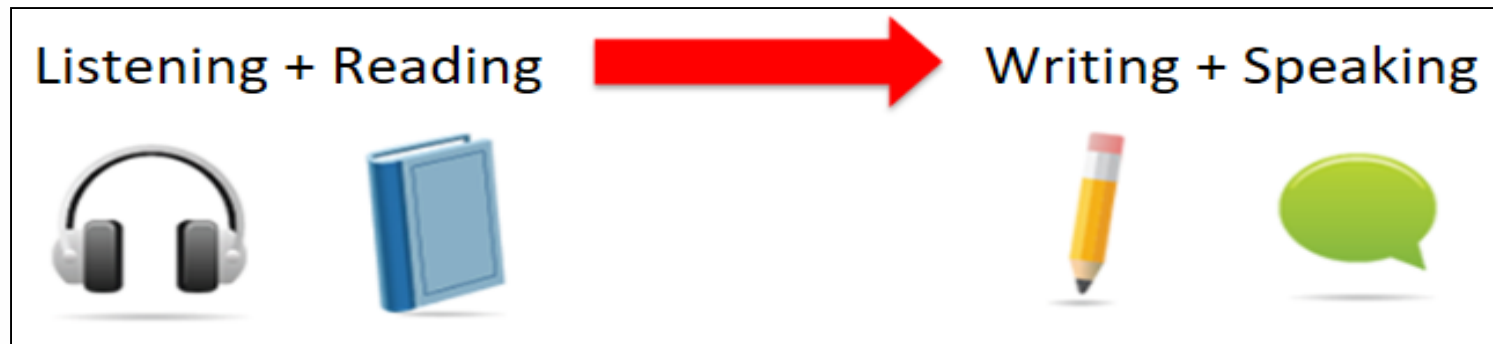
Online Test Administration Time (Approximate)			
Domain	Convening/Dismissing Students and Test Setup (Launch and Login)	Test Directions and Student Practice	Test Time
Listening	15-20 min. depending on group size	About 5 min.	Up to 40 min.
Reading		About 5 min.	Up to 35 min.
Speaking		Up to 10 min.	Up to 30 min.
Writing Tier A		About 5 min.	Up to 50 min.
Writing Tier B/C		About 5 min.	Up to 65 min.

These are estimated times



Scheduling Note

WIDA recommends...



- Listening and Speaking- students will progress through test based on their performance in previous folders and domains.
- Based on their performance in an individual folder, the test engine will determine the appropriate next folder for individual student

Scheduling Note

- Each domain must be given in one sitting and cannot be separated across multiple days
- Administer one domain per day, not more than two
- All four domains should never be administered in one sitting!

Scheduling Note

- Same domain, different grade-level clusters and tiers can be administered together
- Writing domain, grades 4-12

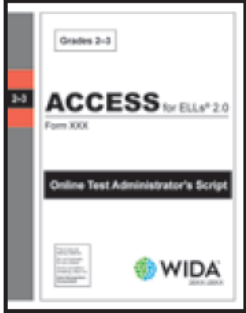

Except

- Writing grade 1 and grades 2-3 must be separated by grade-level cluster and tier
- Speaking Tier Pre-A must be administered separately from students taking Tier A and Tier B/C

Scheduling Note

- Number depends on how many students the Test Administrator can comfortably monitor
- Writing Domain: Fewer students should be scheduled so Test Administrator can perform “check-ins”
- 3-5 students is recommended for Speaking domain

Materials

ACCESS for ELLs 2.0 Online Secure Test Materials and Their Uses			
Image	Title	Content and Use	Return to DRC
	Test Administrator's Script	Used by the Test Administrator for giving instructions <ul style="list-style-type: none"> Listening, Reading, Writing, and Speaking script for test administration Available for Grade 1, 2-3, and 4-12 	Return Grades 1 and 2-3 Test Administrator's Scripts. Do not return Grades 4-12 Test Administrator's Scripts as these are not secure and can be discarded.
Image	Title	Content and Use	Return to DRC
	Grades 1-3 Writing Test Booklets	For administering the Writing test to Grades 1-3 as the online Writing test is not available for students in these grades.	Yes

Student Test Tickets

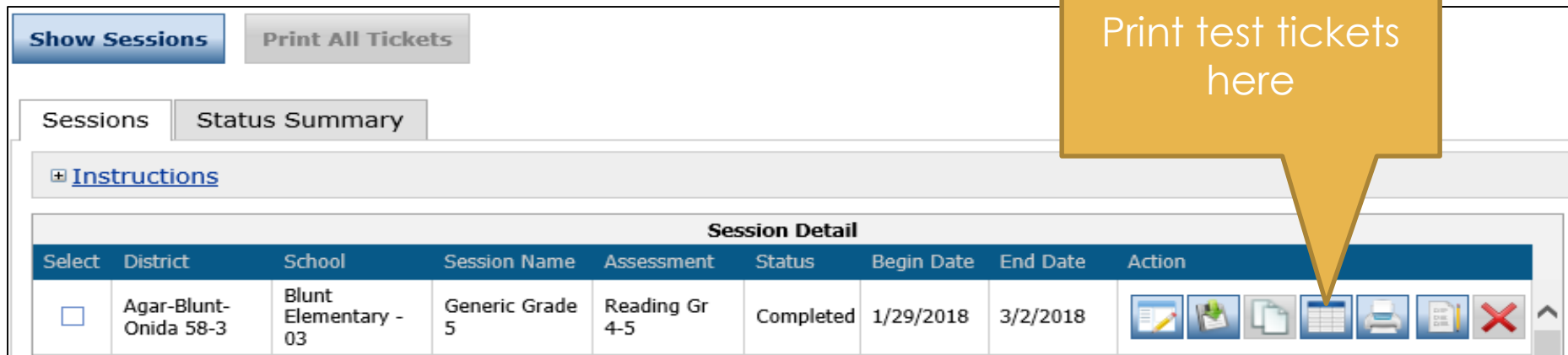
- Contains unique login information
- Must have a ticket to access the test
- One per domain

WIDA	Online Test Ticket Gr 2-3
<StudentFirstName>	
<StudentLastName>	
Date of Birth: 05/01/2008	
Accommodations: N/A	
Domain:	
Test Session Name: Sample Session 1	
State Student ID: 123456789012345678901234567890	
Username: ReallyrealR1	
Password: 123456	

Finding: Student Test Tickets

WIDA AMS Path









- General Information
- Test Management
- Manage Test Sessions
- Indicate: Administration, District, School
- Click: Show Sessions



Show Sessions **Print All Tickets**

Sessions **Status Summary**

[+ Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Agar-Blunt-Onida 58-3	Blunt Elementary - 03	Generic Grade 5	Reading Gr 4-5	Completed	1/29/2018	3/2/2018	       

Print test tickets here

Student Roster

- Summarizes test session information such as the test name, test session name, and the district and school
- Indicates what students are registered to participate in the test session

ACCESS for ELLs ® 2.0						
Student Test Roster						
District: DRC Use Only - Sample District MS School: DRC Use Only - Sample School Domain: Reading Assessment: Reading Gr 45 Test Session: Generic Grade 4						
Completed	Accommodation(s)	Student Name	Date of Birth	State Student ID	User Name	Password
<input type="checkbox"/>	N/A	Brown, Charlie	12/24/2001	333333334	cbrown30	212463
<input type="checkbox"/>	N/A	Dog, Goofey	11/15/2000	111111111	gdog2	503949
<input type="checkbox"/>	N/A	Mouse, Mickey	12/21/2001	6543212345	mmouse3	513893

Tier Placement Report

- Determine the correct tier of the Writing test booklet for students in grades 1-3
- Identify students assigned to the Tier Pre-A for the Speaking Test

WI ACCESS for ELLs 2.0 - 2016-2017 Tier Placement Report






















Assessment: Listening Gr 1
Test Session: Katie Test

Student ID	Last Name	First Name	District	School	Date of Birth	Grade Cluster	Writing Tier	Speaking Tier
111101111	TEST	HIGH	DRC Use Only - Sample District WI	DRC Use Only - Sample School		01	B/C	B/C
1110111	TEST	LOW	DRC Use Only - Sample District WI	DRC Use Only - Sample School		01	A	Pre-A

Finding: Tier Placement Report

WIDA AMS Path

- General Information
- Test Management
- Manage Test Sessions
- Indicate: Administration, District, School
- Click: Show Sessions

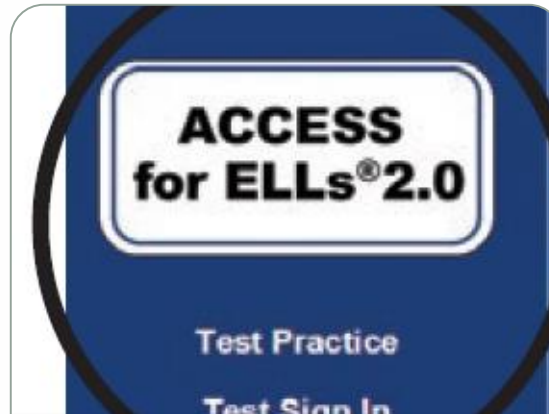
Session Detail					
Session Name	Assessment	Status	Begin Date	End Date	Action
Generic Grade 2	Listening Gr 23	Not Started	1/11/2016	4/1/2016	      
Generic Grade 2	Speaking Gr 23	Not Started	1/11/2016	4/1/2016	      
Generic Grade 2	Reading Gr 23	In Progress	1/11/2016	4/1/2016	      

Launching the Assessment



Figure 55. INSIGHT Icon

Click on Insight Browser-
Will be downloaded on
individual student
computer

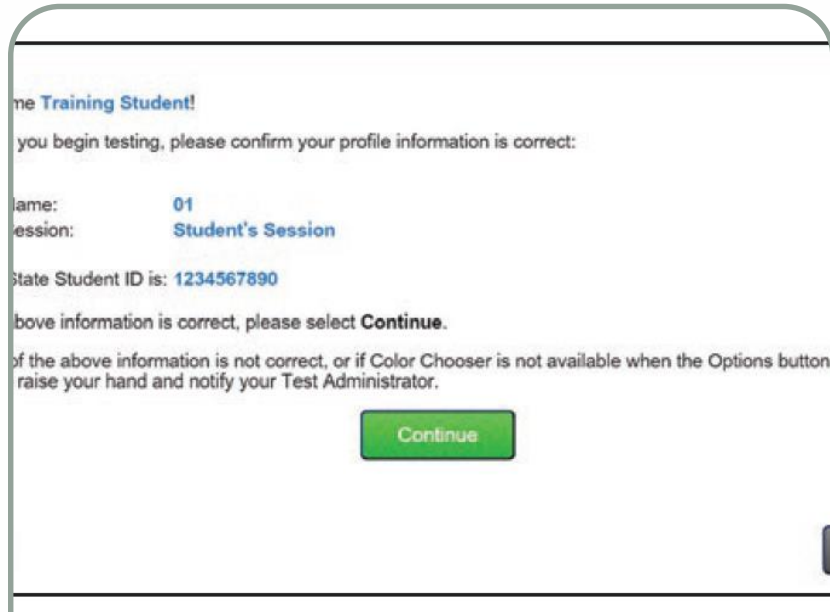


Click Test Sig in



Username and
Password information is
found on student test
ticket

Launching the Assessment



me **Training Student!**

you begin testing, please confirm your profile information is correct:

Name: **01**

Session: **Student's Session**

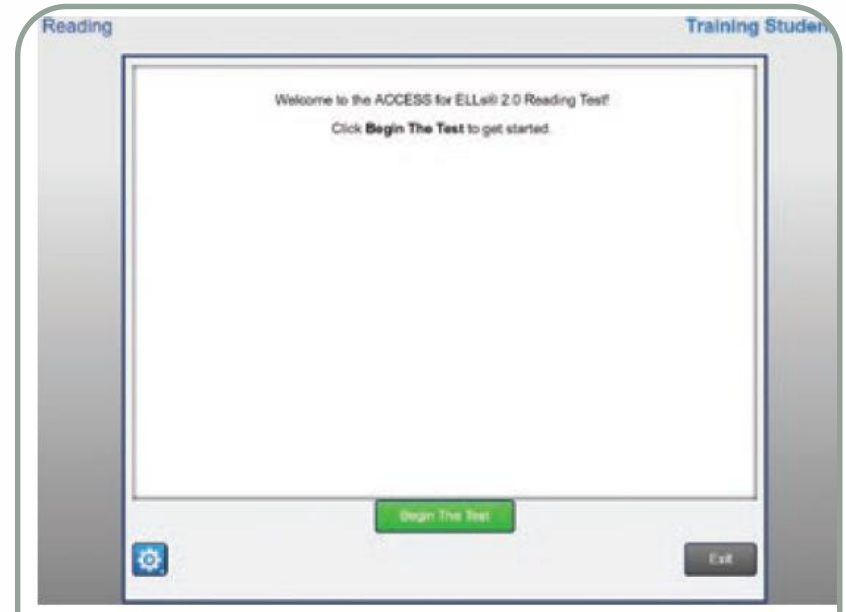
State Student ID is: **1234567890**

bove information is correct, please select **Continue**.

of the above information is not correct, or if Color Chooser is not available when the Options button
raise your hand and notify your Test Administrator.

Continue

Student will see screen listing their name and test information – make sure students are checking to make sure it has their name!



Reading Training Student

Welcome to the ACCESS for ELLs® 2.0 Reading Test!

Click **Begin The Test** to get started.

Begin The Test

Exit

Students will be ready to launch the test once they click on Begin the Test

Technology

- The ACCESS for ELLs 2.0 technology platform is provided by Data Recognition Corporation, or DRC.
- It consists of the following components:
 - WIDA AMS
 - Testing Site Manager
 - DRC INSIGHT

Technology

Testing Site Manager (TSM)

- Web-based application that provides content caching and software toolbox
- Helps Tech Coordinators plan, configure, and manage their testing environment

Technology

DRC Insight Secure Browser

- Secure browser that delivers assessments online
- Installed on each testing device to communicate with the DRC server



Browser that is
downloaded on
student
computer

Technology

- Headsets with microphones are required for the Speaking online test
- Headphones are required for Reading, Writing, and Listening



When configuring devices for testing...

- site planning team must determine network capacity
- understand total number of students that will be supported in the district
- set up and employ the technology appropriately based on given information

Technology

Common Errors & Trouble Shooting Steps

Common System Message	Troubleshooting Action
Invalid Username and Password	The student has either typed in the information incorrectly or has logged into the wrong testing location. Back out to the main menu and verify the location where the student is logging in. This is not a technical error.
Internet/Network Connection Error There was an interruption in the internet connection and the testing device cannot reach DRC servers or the TSM.	Did the district technical department whitelist both the URLs and the IP addresses on all content filters, firewalls, and antivirus software?
	If wireless, check the access point to computer ratio. Are there too many devices connecting to one access point?
	Conduct a speedtest at www.speedtest.net to Minnetonka, MN. What is the upload and download speed? If it is less than 10 mbps, it is too slow to test.

*Pages 121-122 of Test Administrator Manual

Technology

If troubleshooting does not work...

Reporter/school/district/state	
Phone or email	
Student IDs (username and password if a phone call)	
Number of students affected out of how many students?	
Date and description of the issue	
Specific system or error message (e.g. "Internet Connect Error" or "TSM Connection Error During Login")	
When does the error message occur (e.g. when they select "Sign In?" or in the middle of testing)	
Operating system/version (Mac/Windows/iOS/Chromebook/Android)	
ORG Unit ID (found in the Device Toolkit)	
Wired or wireless	
Do the System Readiness Check: Are there red exclamation points? Which settings?	

Contact
DRC

WIDA@datarecognitioncorp.com | 1-855-787-9615

Speaking Domain

- Recording response time on every task on the Speaking test has a pre-set time limit, which varies grade-level cluster, tier, and task level
- 2–3 computers between each student, or that the students are seated approximately 4–6 feet apart
- Students need to be seated far enough apart so they can speak at a normal volume without disrupting other students
- It is recommended that students taking the Pre-A form be administered the test individually

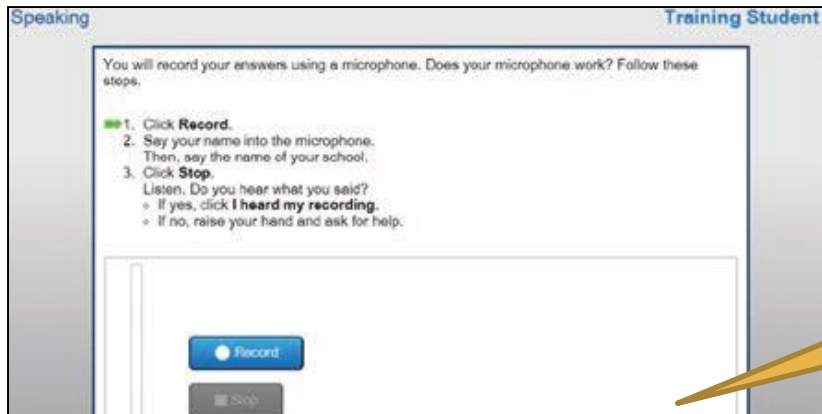
Speaking Domain

- **Do not** use speakers to administer the Speaking test
- Students should ONLY use headsets with built-in microphones
- Microphone check
 - Students will be required to do a microphone check
 - Only completed once
 - Students will record their voice and listen to make sure that the students voice is recorded

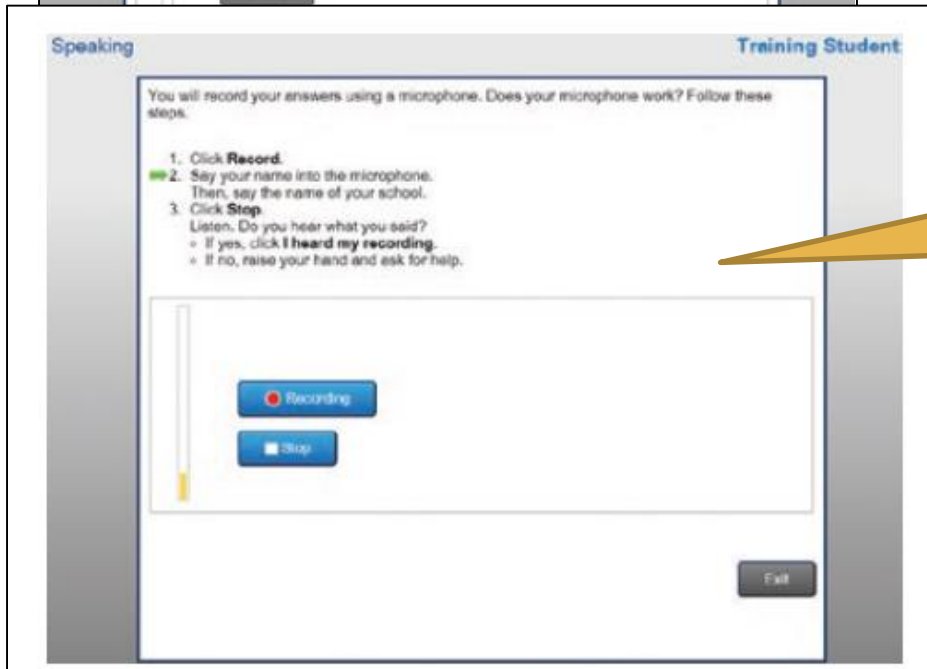
Speaking Domain

- Students will be required to do a microphone check
- Only completed once
- Students will record their voice and listen to make sure their voice has been recorded
- Make sure every student heard their recording!

Online ACCESS



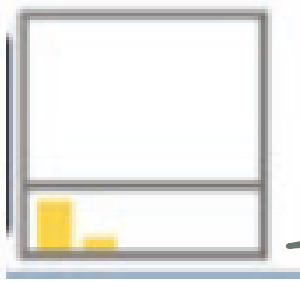
If student hears their voice they need to click on "I heard my recording"



Very important that students do not proceed to the test directions unless they hear their name!

Monitor Student Progress

- Circulate through the room to make
- Make sure students are speaking directly into the microphone
- Monitor the **Spectrum Analyzer** on each student's response screen



If these bars don't show any movement while a student is speaking, assist this student in recording his or her voice

Keep the following in mind:

- Remind students to think about responses before clicking **Record**
- Audio plays **one time**
- Student only has **one chance** to record
- If record button is grayed out, that means the student has already selected the button, and the student didn't responded verbally in time

Activity

- What can TAs do to help students become familiar with the Speaking test?
- What suggestions do you have for others who have not administered ACCESS Speaking online before?



Scratch Paper

- SD DOE follows WIDA policy regarding the use of scratch paper
- For the Listening and Reading tests, students can request to use this as needed
- Scratch paper allowed during Writing test
- All scratch paper must be destroyed securely at the conclusion of the assessment

Scratch Paper: Speaking Domain

- Use of scratch paper during the Speaking test is permissible in specific situations
- Drafting a Speaking response is inappropriate, but writing down a couple of key words is appropriate
- Students may have scratch paper if they need and request it, however, we need to make sure that students don't write a script to read aloud during the Speaking test
- TAs need to discourage misusage of scratch paper during the Speaking test

General Notes

- Grades 1-12
- Some colonies utilize paper version
- Available for student unable to test online, as outlined in an IEP or 504 plan
- Speaking domain is locally scored

Key Features

- Grades 1-12

ACCESS for ELLs 2.0 Paper Listening, Reading, and Writing Domain Clusters



ACCESS for ELLs 2.0 Paper Speaking Domain Clusters



Scheduling



Paper Test Administration Time (Approximate)			
Domain	Convening/Dismissing Students and Test Setup	Test Directions and Student Practice	Test Time
Listening	15-20 min. depending on group size (less for Speaking as it is administered individually)	About 10 min.	Up to 40 min.
Reading		About 5 min.	Up to 45 min.
Speaking		5-10 min.	15-35 min. per student
Writing Tier A, Grade 1		5-10 min.	Up to 35 min.
Writing Tier A, Grades 2, 3, 4-5, 6-8, 9-12		5-10 min.	Up to 60 min.
Writing Tier B/C		5-10 min.	Up to 65 min.




Scheduling





Session	Domain(s)	Description	Scoring
Session 1, group administered	Listening	The Test Administrator plays the prerecorded passages with a CD and students respond in a test booklet. In the rare event that a student requires a human reader as an accommodation, the Test Administrator reads the passages from the Human Reader Accommodation Script.	Scored by DRC
	Reading	Students read passages on a paper test form and select a response from multiple choice options in the test booklet.	Scored by DRC
Session 2, group administered	Writing	Students handwrite responses in the test booklet.	Scored by DRC
Session 3, individually administered	Speaking	The Test Administrator plays the prerecorded questions with a CD and scores student's responses in the Student Test Booklet. In the rare event that a student requires a human reader as an accommodation, the Test Administrator reads the questions from the Human Reader Accommodation Script.	Scored by the Test Administrator and reported back to DRC to compute overall scores

Scheduling Note

- WIDA recommends not including more than 22 students in a single group-testing session provided you have the space
- Schedule only one Tier in a single test session
- Do not mix grade-level clusters together
- If possible, test the same students together across both test sessions

Materials

ACCESS for ELLs 2.0 Paper Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
Only if ordered during Additional Materials Ordering			
	Human Reader Accommodation Script*	<ul style="list-style-type: none"> Only for students with specific accommodations Accompanies the Listening and Speaking portions played on CD 	Yes
	Large Print Test Materials	<ul style="list-style-type: none"> Note that this must be pre-ordered in WIDA AMS for students with specific accommodations The kit includes the Test Administrator's Script and Listening and Speaking CD. 	Yes
	Braille Test Materials	<ul style="list-style-type: none"> Note that this must be pre-ordered in WIDA AMS for students with specific accommodations The kit includes the Test Administrator's Script, the Speaking Test Booklet, and Listening and Speaking CD. 	Yes

ACCESS for ELLs 2.0 Paper Secure Test Materials and Their Uses			
Image	Title	Content & Use	Return to DRC?
	Test Administrator's Script	<ul style="list-style-type: none"> Always in use by Test Administrator Contains everything the Test Administrator says for all four domains Must be followed exactly 	Yes
	Listening and Speaking CD	<ul style="list-style-type: none"> To be used in a CD player or Computer for Listening and Speaking administration 	Yes
	Speaking Test Booklets	<ul style="list-style-type: none"> Used by the Student during the Speaking administration to see the pictures and prompts. This is a reusable test material; students should not write in this booklet. 	Yes
	Student Test Booklet	<ul style="list-style-type: none"> Used by the student to record their responses during the Listening, Reading, and Writing tests. The Test Administrator also records the ratings for the Speaking test in this booklet as well. To be labeled, bubbled as needed, distributed to students during test administration, collected, and returned to DRC. 	Yes

Tier Placement

- In 2018-19, WIDA changed the test structure
- Tier B and Tier C test forms are being consolidated into a single Tier B/C form for the Listening and Reading domains

Level 1 Entering	Level 2 Beginning	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 - Reaching
TIER A is most appropriate for English language learners who <ul style="list-style-type: none"> • have arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English, OR • currently receive literacy instruction ONLY in their native language, OR • have recently tested at the lowest level of English language proficiency 		TIER B/C is most appropriate for English language learners who <ul style="list-style-type: none"> • have social language proficiency and are beginning to approach or have acquired academic language proficiency in English, OR • have acquired some literacy in English or are approaching grade level literacy in English, OR • will likely meet the state's exit criteria for support services by the end of the academic year 			

Technology

- For the Listening & Speaking Test you need



- When administering the Speaking test do not use headphones



Speaking Domain

- Individually administered
- Scored by the TA
- Must complete Speaking scoring module & quiz to become certified to score

Speaking Domain

Location of Supplemental Training for Speaking Assessment

- WIDA Website
- My Account & Secure Portal
- Click on 
- Click Domains- Speaking

2018-19 Supplemental Training for the Speaking Assessment

If you are unfamiliar with the test or have not gone through the core training, then you should first complete Module 1 and Module 2 on this page.

For those already certified to administer and score the ACCESS Speaking Test, WIDA is providing supplementary materials to help prepare to score this year's test. These materials are recommended and will help familiarize raters with some of the tasks on this year's test and how responses to these tasks should be scored.

[Speaking Tasks and Supplementary Training Materials for 2018-19](#)

[ACCESS for ELLs Paper Speaking Test at a Glance](#)

ALLOW TIME FOR PARTICIPANTS TO GET INTO TRAINING COURSE

General Notes

- SD DOE does all ordering of materials through Pre-ID Process
- Additional materials must go through SDDOE
- Materials will arrive: **January 14, 2019**
- Shipped to district address (Directory)- must be signed upon delivery

Receipt of Materials

- Each school's materials are packaged separately in one or more boxes
- Materials in each box will exactly match the number of testing materials ordered for the school with no overage
- Overage is sent within the district specific boxes
- Description of materials can be found on pages 25-28

Inventory

- Materials inventory can occur at either the district level or the school level
- Use packing listed and security checklist to inventory the test materials upon delivery
- Use forms to document the location of secure materials by security code at all times
- Verify packing list security barcode ranges match the testing material

Reporting Discrepancies

- If packing list does not match materials contact DRC
- Accountability form found in AMS
- Document discrepancy even if it does not cause an immediate problem

Testing Labels

- Pre-ID Labels
- District/School Labels
- Do Not Process labels



20XX-20XX WIDA ACCESS for ELLs 2.0

Name: STUDENT, SAMPLE
 District: <State>01 SAMPLE DISTRICT
 School: 0010 SAMPLE SCHOOL
 Grade: 11 Gender: M Birth Date: 10/09/1927
 Student ID's- State: XXXXX0000X District: XXXXX0000X

140000 1596XXX 10150069 4 24/06/20xx

20XX-20XX WIDA ACCESS for ELLs 2.0

District/School Label

DISTRICT: <State>99 SAMPLE DISTRICT
 SCHOOL: 9999 SAMPLE SCHOOL

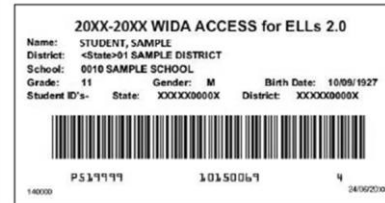
140000 1596XXX 20003792 5 24/06/20xx

General Instructions

- Any booklet with student response must have a Pre-ID or District/School label
- Before adding label, ensure all information is correct on label
- No label = no score
- Do not write on labels
- Booklets that contain Pre-ID or District/School labels but no student responses will still be scored

PRE-ID Label Instructions

Scenario: Information is not correct on Pre-ID



20XX-20XX WIDA ACCESS for ELLs 2.0

Name:	STUDENT, SAMPLE		
District:	<State>01 SAMPLE DISTRICT		
School:	0010 SAMPLE SCHOOL		
Grade:	11	Gender:	M
Birth Date:	10/05/1927		
Student ID's:	State: XXXXX0000X	District:	XXXXX0000X

Barcode: 140000 10150067 4 04/05/200X

- Contact SD DOE
- Do not write on labels, as doing so will not correct information on label
- Embedded Pre-ID label information will supersede information filled on the demographic pages
- If using a Pre-ID label, the date of testing must still be completed on the front cover of the booklet

PRE-IDs

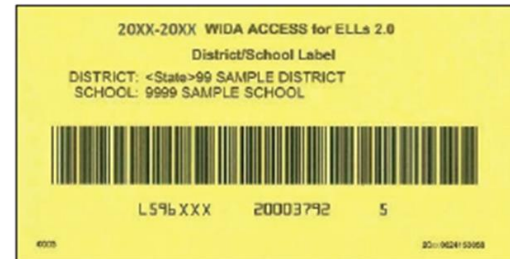
Remember...

- Only grades 1-3 Writing booklets will need Pre-ID labels
- Alternate ACCESS booklets
- KG ACCESS booklets
- Paper ACCESS (colony)



District/School Label Instructions

- Used for students with no Pre-ID label
- Will need to fill out demographics page
- School-specific
- Incorrect labels, student names, student IDs, dates of birth, or grades could directly result in incorrect, late, or no reporting of scores



Do Not Process Label Instructions

- To be used on booklets that are completed or partially completed
- Booklets with Do Not Score codes results in a booklet being checked in as unused
- Should be used very rarely



Do Not Process Labels

When might I use a Do Not Score label ?

- A test booklet becomes torn or damaged
- A Pre-ID or District/School label is applied to a booklet that is not used by a student
- A student mistakenly uses one test booklet for one domain and another for the other
 - Transcribe the student answers from one document to the other and return the partially completed booklet with a Do Not Score label

Do Not Process Labels

Do Not Score labels should not be used when...

- A booklet is unused and does not contain student responses and/or demographic information

Distribution

- Verify accuracy of Pre-ID labels before placing them on test booklets
- Place District/School label for students with no Pre-ID labels
- Signing out and signing in each secure booklet on the Security checklist

Student Transfers

If student transfer before testing...

- **Student transfers IN**

- Contact SD DOE to add to WIDA AMS
- Test the student as you normally would
- If they need Pre-ID, use District/School label

- **Student transfers OUT**

- If student received Pre-ID label, please please destroy securely

Student Transfers

If student transfers during testing...

- Refer to Appendix B of TAM for detailed information

Appendix B: Managing Students who Transfer During Testing

Please refer to the information below regarding student transfer situations. Please note that state/district policy may dictate that you follow steps that are different than the general directions provided here.

Student Transferring IN to your school from within your district

Student has completed some testing

Online testing to Paper testing:

If the student only completed one domain online, the student must take the entire test on paper, including the domain already completed online. Contact DRC Customer Service to remove the completed online record. If the student completed two or more domains online, see the section in the WIDA AMS User Guide titled Transferring Students Between Schools for instructions on transferring a student from one school to another within the same district. Please note that to transfer a student in WIDA AMS, you must have district-level permission. Once this is completed and processed, the new school can run a Tier Placement Report to determine which booklet to provide to the student, bubble in the student name and Student State ID to match exactly what is in WIDA AMS, and test the remaining domain(s) for that student.

Paper testing to Paper testing:

If allowable, paper materials can be transferred to the receiving site using secure material transfer protocol. If not allowable in your state or district, see the section in the WIDA AMS User Guide titled Transferring Students Between Schools for instructions on transferring a student from one school to another within the same district. Please note that to transfer a student in WIDA AMS, you must have district-level permission. Once this process is complete, any domains that have yet to be tested can be completed at the new school, and partial booklets can be sent from each school. DRC will then merge the student's records and scoring will reflect testing at both sites. Please note that it is imperative that all student information match exactly from both testing sites in order for records to correctly merge. If the state student ID, student name, grade, and date of birth do not align exactly, the records will not merge. The sending site must also have a Pre-ID Label for the student. If no Pre-ID Label exists, there will not be a record to transfer to the WIDA AMS.

Student Transfer Form

All Applications ▾

Student Management
Manage Students
Student Exports
Student Transfer Form
Student Status Dashboard
Student Test Progress
Data Validation

Student Transfer Form

DRC Customer Service will transfer the student record within 48 business hours of submission of the transfer form.

+ Instructions

* Indicates required fields

Administration
(Select) ▾ *

Student Moved FROM (Sending Site):

Student Moved TO (Receiving Site):

District

School

Completed Domains *

☐ Listening
☐ Reading
☐ Speaking
☐ Writing

Testing Mode
(Select) ▾ *

Paper Test Book Tier
(if applicable)

District

School

Remaining Domains *

☐ Listening
☐ Reading
☐ Speaking
☐ Writing

Testing Mode
(Select) ▾ *

Last Name

First Name

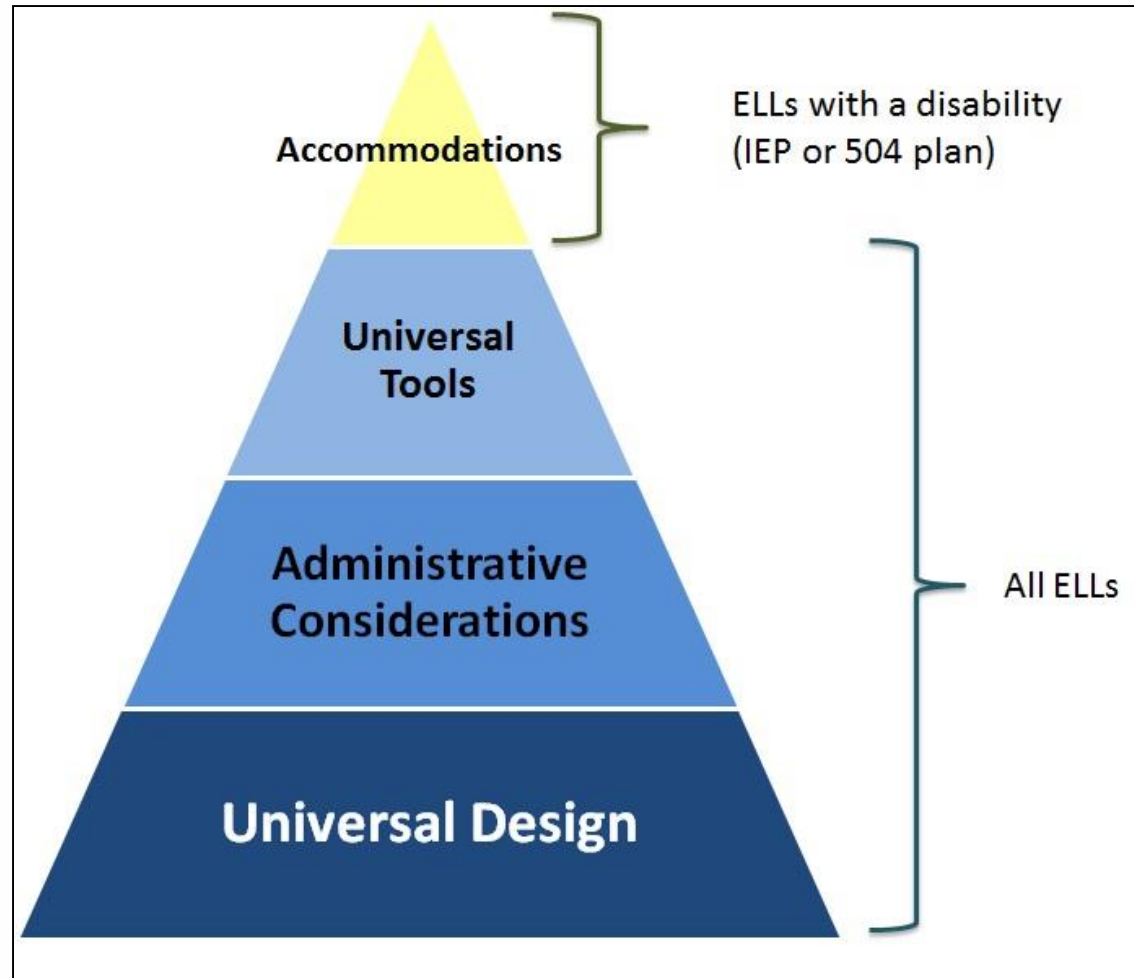
Date of Birth

State Student ID

Grade

Sender's Phone number

WIDA ACCESSIBILITY AND ACCOMMODATIONS FRAMEWORK



General Notes

- Detailed accommodations information can be found in the ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement
- Provides support for all ELs
- Targeted accommodations for students with Individualized Education Programs (IEPs) or 504 Plans
- These supports are intended to increase the accessibility for the assessments for all ELs

Universal Design

- Universal Design principles in order to provide greater accessibility for all ELs
- Presented using multiple modalities
- Test items include prompts with:
 - Appropriate animations and graphics
 - Embedded scaffolding
 - Tasks broken into chunks
 - Modeling that uses task prototypes and guides
- Universal tools page 11-14



Must be familiar
to student

Administrative Considerations

- Changes to standardized administrative procedure
- Allow for individualization and provide flexibility to districts or schools in determining the conditions under which ACCESS can be administered most effectively
- Examples: Familiar TA, Specific Seating, Individual or Small group setting, Read Aloud to Self
- Administrative Considerations pages 8-10

Accommodations

- Available ONLY to students with a disability documented in an IEP or 504 plan
- Allowable changes:
 - the way the test is presented,
 - the way a student responds to test items
 - timing of the test
 - testing environment
- Must be listed on student's active IEP or 504 plan
- Accommodations page 17-25

When considering choosing appropriate accommodations for students...

1. Does the student use the accommodation on a regular basis to address his or her learning challenge in the classroom during instruction and testing?
2. Does the accommodation address the challenge faced by the student?
3. Is the accommodation allowable for ACCESS for ELs ELP testing?
4. Does the accommodation adhere to your state policies for the accommodation for ELs with disabilities on language proficiency assessments?

Accommodations NOT ALLOWED...

- Translating test items into a language other than English
- Reading test items in a language other than English
- Using a bilingual word-to-word dictionary
- Responding to test questions in a language other than English



Assigning Accommodations Paper vs. Online

Paper Assessments that require Pre-ID or District/School Label

District/School Labels

- Accommodations provided to student must be bubbled

Pre-ID Labels

- If accommodations were used, section in booklet must be bubbled or accommodations must be marked in WIDA AMS
- Please note that if marked in WIDA AMS, there is no need to bubble

Online Assessment

Accommodations must be marked in WIDA AMS

Applies to Paper ACCESS, KG ACCESS, Alt. ACCESS, Grades 1-3, Online

Do Not Score Codes

- Be very careful with Do Not Score Codes!
- Only use for the following reasons...

Domains: L = Listening, R = Reading, W = Writing, and S = Speaking	
ABS	Absent indicates the student was absent for a domain of the test; if so, fill in the appropriate bubbles for the domain the student did not take.
INV	Invalidate indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. State and district policy will inform what constitutes an invalid test. For example, this code can be used if a student becomes ill during the test or if a student engages in inappropriate testing practices. Contact your state for more information.
DEC	Declined indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state's annual assessment. This indicator is used only when a student refuses to participate even after the Test Administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate bubble(s).
SPD	Deferred Special Education/504 indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test; if so, fill in the appropriate bubbles.

Material Return

All secure materials must be shipped back
to DRC by March 8, 2019

Material Return

Secure Materials to return	Materials you do not need to return
<ul style="list-style-type: none"> • Student Response Booklets by grade in plastic bag packages • All Paper Test Administrator's Scripts • Online Grades 1 and 2-3 Test Administrator's Scripts • Speaking Test Booklets • Listening and Speaking Tests CDs • All used and unused large print and braille test materials • Alternate ACCESS for ELLs Listening/Reading/Speaking Test Booklets • Kindergarten ACCESS for ELLs ancillary materials. 	<ul style="list-style-type: none"> • Packing lists* • Security Checklists* • District and School Test Coordinator Manual • Test Administrator Manual • School box range sheet • Online Grades 4-12 Test Administrator's Scripts
<p>Unused Pre-ID and District/School Labels These labels may or may not be returned depending on your state's material security policy. Refer to your state's ACCESS for ELLs 2.0 checklist for more information.</p>	

Material Preparation

- Make sure all booklets with student response information have a Pre-ID label for District/School label
- If used District/School label, ensure demographic information is bubbled in
- Make sure date of testing is bubbled in
- Remove any staples, paper clips, sticky notes etc.
- Do not put any labels on unused booklets
- Make sure information that is bubbled matches exactly what is in WIDA AMS
- Any information that does not match will create double records for students

Accountability Form

- Materials that could not be returned must be accounted for using the Materials Accountability Form
- Form allows you to document the quantity of materials returned, as well as any that are not returned and the reason(s) why
- Only for sites who cannot return one or more secure materials that have a security bar

Late & Missing Materials

- Materials returned after the state scheduled deadline will not be processed with on-time materials
- This will delay scores and could potentially affect state EL funding
- Please return materials on time!

Data Validation

March 26, 2019 - April 19, 2019

General Notes

- Validate student records after testing
- Completed via WIDA AMS by the District Assessment Coordinator
- Module on Data Validation can help you during this process

Score Reports

Districts receive reports: Online (WIDA AMS)

5/7/2019



District receive reports: Printed

5/13/2019

Score Reports


General Notes

- Parent letters available via the WIDA website to send with score reports
- Available in different languages
- Found in Resource Library of WIDA website

Score Reports

Individual Student Report

- Provides information about an individual student's performance on ACCESS 2.0
- Includes scores for each language domain as well as composite scores
- Available in multiple languages


ACCESS for ELLs 2.0*
 Prueba de desempeño lingüístico en inglés

Sample Student
 Fecha de nacimiento: mm/dd/yyyy | Grado: sample grade
 Nivel: sample tier
 ID del distrito: XXXXXXXXXXXXXXX | ID estatal: XXXXXXXXXXXXXXX
 Escuela: sample school
 Distrito: sample district
 Estado: sample state

Parent Guides

- Explain key information in the Individual Student Reports for ACCESS 2.0, KG ACCESS, and Alt ACCESS
- Available in multiple languages
- Found in Resource Library of WIDA website

Parent/Guardian Guide to the 2016 Individual Student Report, Grades 1-12

ACCESS for ELLs 2.0 is an English language proficiency assessment for Grades K–12. The test measures the English language development of students identified as English language learners.

What is the Individual Student Report?

The Individual Student Report shows your child's scores on the ACCESS for ELLs 2.0 assessment. This report is for families and educators.

The top of the report includes your child's name, date of birth, grade level, test tier, school and district name, state, and the district and state identification numbers.

WIDA

ACCESS for ELLs 2.0[®]
English Language Proficiency Test

Sample Student

Birth Date: mm/dd/yyyy | Grade: sample grade
Test: sample tier
District ID: XXXXX-XXXX-XXXX-XXXX | State ID: XXXXX-XXXX-XXXX-XXXX
School: sample school
District: sample district
State: sample state

What does the Individual Student Report tell me?

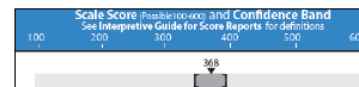
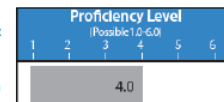
The report shows the eight scores your child could receive on the test. If your child took all four sections of the test, he/she will receive all eight scores. NA, or not available, indicates no score was reported. There are four *Language Domain* scores and four *Composite Scores*.

Language Domain scores are reported for Listening, Speaking, Reading, and Writing. These scores reflect the four sections of the test.

Composite Scores are combinations of your child's *Language Domain* scores. The four *Composite Scores* are Oral Language, Literacy, Comprehension, and the Overall score.

How are the scores reported?

Proficiency Level scores are reported as numbers that range from 1.0 – 6.0, for example 4.0 or 2.2. These scores correspond to the six WIDA English Language Proficiency Levels. A score of 1.0 can be thought of as a "beginner" score, while a 6.0 can be thought of as an "advanced" score in regards to English proficiency. The graph on the report is shaded to represent your child's Proficiency Level score. The table at the bottom of the report provides examples of what students at your child's proficiency level can do with English.



Scale Scores are reported as numbers that range from 100 – 600, for example 356 or 220. These scores reflect your child's grade level and difficulty level of the test items that he/she successfully completed. Scale

scores are helpful to see the progress your child makes in English language development from year to year. The graph on the report shows your child's Scale Score for each of the eight scores, and it also shows the *Confidence Band* for each of his/her Scale Scores.

Confidence Bands are the shaded area around each of your child's Scale Scores. This shows the possible range for your child's score with a 95% probability of accuracy. In other words, if your child took the same test repeatedly, there is a 95% chance that his/her scores would be within the shaded range.

www.wida.us

WIDA

ACCESS for ELLs 2.0[®]
English Language Proficiency Test

Resources

- Walkthrough of WIDA Resource Library to show where parent resources are located

<https://wida.wisc.edu/resources>

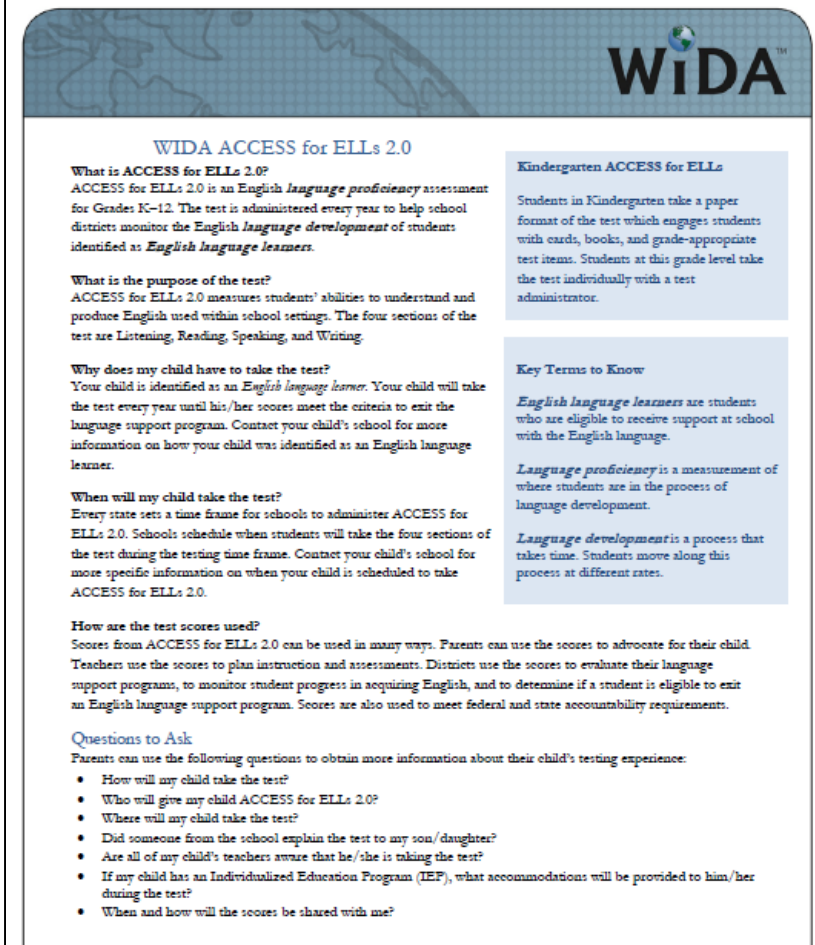
Score Reports

Parent Resources

- One page document
- Available in 8 languages

Helps parents understand:

- What is ACCESS for ELs 2.0?
- What is the purpose of the test?
- Why does my child have to take the test?
- When will my child take the test?
- How are the test scores used?



The image shows a template for a WIDA ACCESS for ELLs 2.0 score report. The header features the WIDA logo and the title "WIDA ACCESS for ELLs 2.0". The main body is divided into several sections: "What is ACCESS for ELLs 2.0?", "What is the purpose of the test?", "Why does my child have to take the test?", "When will my child take the test?", "How are the test scores used?", and "Questions to Ask". There are also sidebars for "Kindergarten ACCESS for ELLs" and "Key Terms to Know".

WIDA ACCESS for ELLs 2.0

What is ACCESS for ELLs 2.0?
ACCESS for ELLs 2.0 is an *English language proficiency* assessment for Grades K-12. The test is administered every year to help school districts monitor the *English language development* of students identified as *English language learners*.

What is the purpose of the test?
ACCESS for ELLs 2.0 measures students' abilities to understand and produce English used within school settings. The four sections of the test are Listening, Reading, Speaking, and Writing.

Why does my child have to take the test?
Your child is identified as an *English language learner*. Your child will take the test every year until his/her scores meet the criteria to exit the language support program. Contact your child's school for more information on how your child was identified as an English language learner.

When will my child take the test?
Every state sets a time frame for schools to administer ACCESS for ELLs 2.0. Schools schedule when students will take the four sections of the test during the testing time frame. Contact your child's school for more specific information on when your child is scheduled to take ACCESS for ELLs 2.0.

How are the test scores used?
Scores from ACCESS for ELLs 2.0 can be used in many ways. Parents can use the scores to advocate for their child. Teachers use the scores to plan instruction and assessments. Districts use the scores to evaluate their language support programs, to monitor student progress in acquiring English, and to determine if a student is eligible to exit an English language support program. Scores are also used to meet federal and state accountability requirements.

Questions to Ask
Parents can use the following questions to obtain more information about their child's testing experience:

- How will my child take the test?
- Who will give my child ACCESS for ELLs 2.0?
- Where will my child take the test?
- Did someone from the school explain the test to my son/daughter?
- Are all of my child's teachers aware that he/she is taking the test?
- If my child has an Individualized Education Program (IEP), what accommodations will be provided to him/her during the test?
- When and how will the scores be shared with me?

Kindergarten ACCESS for ELLs
Students in Kindergarten take a paper format of the test which engages students with cards, books, and grade-appropriate test items. Students at this grade level take the test individually with a test administrator.

Key Terms to Know
English language learners are students who are eligible to receive support at school with the English language.
Language proficiency is a measurement of where students are in the process of language development.
Language development is a process that takes time. Students move along this process at different rates.

General Notes

- To exit from the EL program, the student must obtain an overall Composite Proficiency Level score of **5.0**
- 2 Year Monitoring
 - students that have exited from their EL program will be monitored for the next two consecutive years

Preparing Students

WIDA website walk through

<https://wida.wisc.edu/assess/access/preparing-students>

QuickStart Guide for Preparing Students for ACCESS Online

- Review WIDA's Advice on how to prepare your students for ACCESS online
- If the format of the Online Speaking test is new or unfamiliar to students, get them talking by using our grade-level, cluster-specific tools
- Play the Test Demo for groups of students on SMART Board or projector
- Walk through Sample Items using suggested scripts as students follow along
- Have students take some practice tests prior to testing day

Questions

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Answers

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